



POSITION DESCRIPTION

TITLE : ASSOCIATION DEVELOPMENT MANAGER
LOCATION : Bendat Basketball Centre, Floreat, WA.
REPORTS TO : Chief Operating Officer
TERM : Permanent Full Time

Purpose of the Role

- Assist Basketball WA Member Associations to develop and thrive in the community.
- Assist in the implementation of strategies for the growth and development of grass roots basketball in Western Australia.

Now is a great time to consider a career in one of Western Australia's biggest and fastest growing Sports. Basketball WA has a vision to improve the lives of Western Australians through Basketball and it is an exciting time to be involved in a sport that continues to grow and have a positive impact in our community.

Basketball WA is seeking an Association Development Manager with strong relationship management skills who will provide direct and practical support to our Member Associations. Through sharing of best practice and provision of training and resources, the Association Development Manager will be assisting to ensure our Member Associations thrive and remain sustainable. Basketball WA is committed to working with our member Associations to grow and develop the game of Basketball within the community.

The Association Development Manager will have a strong understanding of good governance and provide Association boards and committees support and solutions which will assist them in becoming more stable and productive, unlock new opportunities and growth, and reduce risk. We want to continue to ensure that Basketball holds itself to the highest of standards, meeting the communities expectations and building the capability of Clubs and Associations to manage the game well.

This role works closely with the Association Development Coordinator in ensuring that all Member Associations across our broad State receive support and resources that meet their individual needs. In the coming 12 months this role will oversee a renewed focus by Basketball WA on a volunteer management including a statewide volunteer recognition program.

The successful candidate can expect a competitive salary plus a range of other benefits. Previous applicants need not apply.

SUMMARY OF ROLE/KEY AREAS OF RESPONSIBILITY

- Strengthen and maintain relationships between Basketball WA and Member Associations
- Provide Member Associations ongoing support and networking opportunities
- Improve self-management of Member Associations through provision of training and development opportunities
- Work collaboratively with the BWA Executive in the achievement of key organisational KPIs related to the Basketball WA, Strategic Plan.
- Support and develop the capability and capacity of those managing the game of Basketball in Western Australia.
- Support Basketball WA Member Associations in their planning with alignment to the sports priorities.
- Provide Member Protection information and guidance on complaints procedures.
- Provide support where required and work with the Basketball WA, Competitions Team in the management of tribunals and disputes.
- Develop and provide best practice examples and support to Associations in key areas including:
 - Governance and Constitutions
 - Volunteer recruitment and management
 - Information communication technology
 - Sponsorship/Grants and marketing
 - Participation initiatives
 - Child Safe Environments
 - Infrastructure
 - Risk Management
 - The Basketball network (competitions, database and communication technology)
- Provide assistance to Member Associations to develop and implement a consistent volunteer management program and implement a State wide Volunteer Recognition program.
- Preparation of correspondence and documents where relevant including presentations, briefing papers and other correspondence as required.
- Maintenance of Member Association records and a client management system.
- Development and delivery of a key events calendar to engage, train and develop stakeholders which may include an annual conference.
- Identify, build and manage partnerships with key stakeholders.
- Contribute to the development of Basketball WA budgets, operational plans and calendar of events.
- Adhere to and comply with Basketball WA Policies and Procedures.

Knowledge, abilities and skills required (Competencies/Selection Criteria)

- Commitment to Basketball WA's values & behaviours.
- Solution orientated problem solver with proactive approach and proven initiative.
- Demonstrated understanding of good governance, and experience in working with sport clubs and/or associations.
- High level communication skills, including the ability to speak and present in public.
- Ability to elicit cooperation from and work with a diverse group.
- Ability to prepare quality and accurate written communication, correspondence and reports.
- Demonstrated ability to work with and protect confidential information.
- Demonstrated ability to manage program budgets.
- Strong attention to detail and accuracy in performing work.
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Ability to work independently and as part of a broader team.
- Preparedness to be flexible in respect to work hours.

Desirable

- A current "C" class WA Driver's licence.
- An understanding of the sport landscape in WA.
- Demonstrated knowledge of compliance requirements for Associations.

Working Relationships

Internal

CEO	<input checked="" type="checkbox"/>
Deputy CEO	<input checked="" type="checkbox"/>
COO	<input checked="" type="checkbox"/>
BWA Employees	<input checked="" type="checkbox"/>

External

External Agencies	<input checked="" type="checkbox"/>
BWA Stakeholders / Members	<input checked="" type="checkbox"/>
Sponsors / Local & State Gov	<input checked="" type="checkbox"/>